



# English for QA professionals

Для тех, кто **overwhelmed**  
«подавлен, перегружен»

# Кто я?

- лингвист, доктор наук (PhD 2002)
- живу и преподаю в англоязычных странах более 25 лет
- преподавала в Йельском, Корнельском и Стэнфордском университетах
- автор 6 книг о языках (на английском), в том числе 4 учебника-бестселлера от Cambridge University Press



# Логистика

Ася Перельцвайг / Asya Pereltsvaig

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## Самое важное:

"...you won't find anything new [...], but you will find much that is not generally applied. [...] Our trouble is not ignorance, but inaction. The purpose of this book is to [...] kick you in the shins and make you do something about applying them."

... вы не обнаружите [...] что-либо новое, но найдете в ней то, что обычно не используется в повседневной жизни. [...] Наша беда не в неграмотности, а в бездействии. Цель [...] растормошить вас и заставить применять эти знания.

Dale Carnegie, *How to Stop Worrying and Start Living*

## Наши цели:

Сколько нужно времени, чтобы выучить английский с нуля (или с уровня «учил-учил, но так и не выучил») и до уровня «чтобы работать на английском»?

А у нас с вами 30 + 30 часов...

А поэтому:

- доп. занятия
- самостоятельные занятия («домашка»)

600  
Hours

# Как поздороваться?



1. Hello! \_\_\_\_\_

2. Hi! \_\_\_\_\_

3. Good morning! \_\_\_\_\_

4. Good afternoon! \_\_\_\_\_

5. Good evening! \_\_\_\_\_





**Как представиться и  
рассказать о себе?**



# Как представиться и рассказать о себе?

## Золотая формула!

1. Как вас зовут?
2. Чем вы занимаетесь?
3. Что хорошего вы привносите в мир? Или в их компанию?





Как вас зовут?

What is your name?  
What's your name?

I am ...

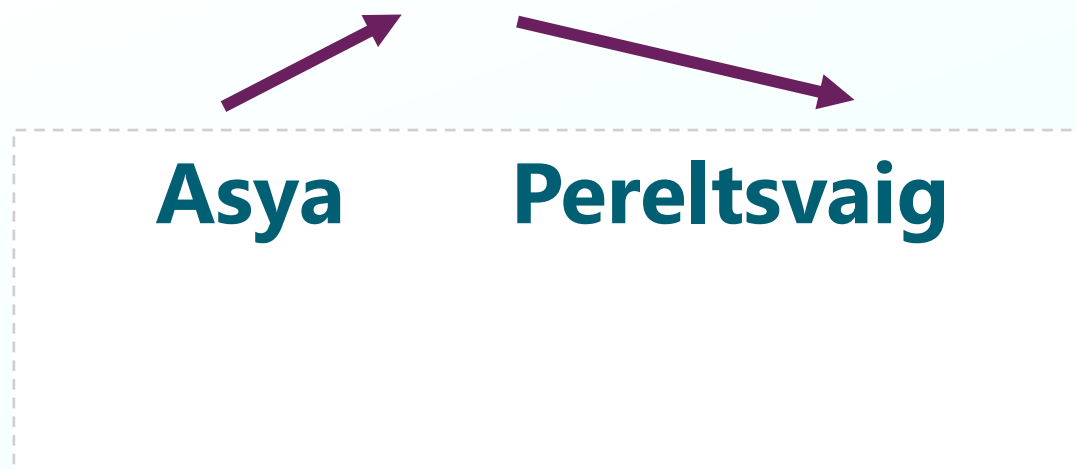
I'm ...

My name is ...

	Subject	"be" form	Contraction
Singular	I	am	I'm
	you	are	you're
	he she it	is	he's she's it's
Plural	you we they	are	you're we're they're

OysterEnglish.com

**Как произносить свое имя?**



Could you please spell  
your name?



<https://www.youtube.com/watch?v=FIF5MCykyZg>

### Alphabet Pronunciation

A	B	C	D	E
[eɪ]	[bi:]	[si:]	[di:]	[i:]
F	G	H	I	J
[ef]	[dʒi:]	[eɪtʃ]	[aɪ]	[dʒeɪ]
K	L	M	N	O
[keɪ]	[el]	[em]	[en]	[əʊ]
P	Q	R	S	T
[pi:]	[kju:]	[a:]	[es]	[ti:]
U	V	W		
[ju:]	[vi:]	['dʌbəlju:]		
X	Y	Z		
[eks]	[waɪ]	[zed/zi:]		

# Минутка смеха!

<https://www.youtube.com/watch?v=LtV2R16haZU>

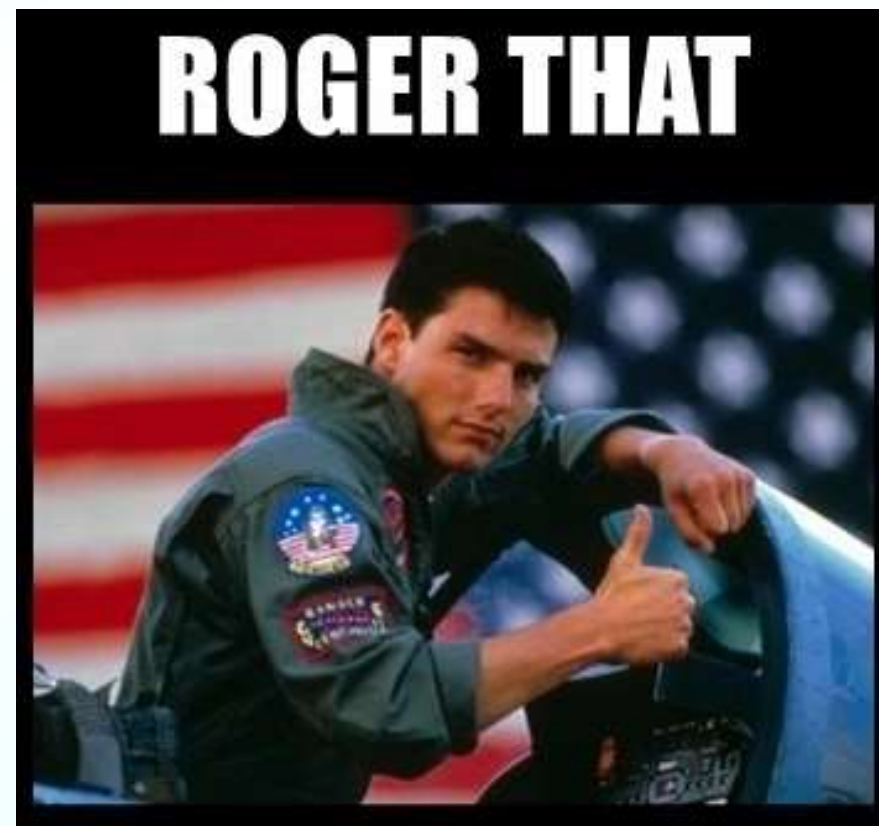


# NATO PHONETIC ALPHABET

	<b>A</b> alpha	<b>B</b> bravo	<b>C</b> charlie	<b>D</b> delta	<b>E</b> echo	
<b>F</b> foxtrot	<b>G</b> golf	<b>H</b> hotel	<b>I</b> india	<b>J</b> juliett	<b>K</b> kilo	<b>L</b> lima
<b>M</b> mike	<b>N</b> november	<b>O</b> oscar	<b>P</b> papa	<b>Q</b> quebec	<b>R</b> romeo	<b>S</b> sierra
<b>T</b> tango	<b>U</b> uniform	<b>V</b> victor	<b>W</b> whiskey	<b>X</b> xray	<b>Y</b> yankee	<b>Z</b> zulu



## Минутка слэнга!





# The Phonetic Alphabet

... The New York Police Department Version

A - Adam

B - Boy

C - Charlie

D - David

E - Edward

F - Frank

G - George

H - Henry

I - Ida

J - John

K - King

L - Lincoln

M - Mary

N - Nora

O - Ocean

P - Peter

Q - Queen

R - Robert

S - Sam

T - Tom

U - Union

V - Victor

W - William

X - X-Ray

Y - Young

Z - Zebra





## 1.1 KEY LANGUAGE INTRODUCING YOURSELF

English uses a variety of polite phrases for introducing yourself and greeting your co-workers.

This is a formal greeting. You can also say "Good afternoon" and "Good evening."

Good morning.  
My name is  
Alisha Sharma.

Hello, Alisha. My  
name's Tom Robinson.



This is an informal greeting.

Hi, I'm Lee.

Hi, Lee. I'm Jana.



This is an informal way  
to say your name.

I'm Sally James.

It's good to  
meet you, Sally.



You can also say "It's  
nice to meet you."

"Hello" can be used in formal  
and informal situations.

Hello. My  
name's Carla.

"I'm" is implied  
before "pleased."

Pleased to  
meet you.



This is a formal way to say your name.

My name is Sidique Ali.



This is very formal.

It's a pleasure to meet you, Mr. Ali.



Using titles and last names is very formal.

You can also say "Good to meet you" or "Nice to meet you."

Great to meet you.



This means "Great to meet you, too."

You too.





**I am ... / I'm ...**

1. a QA tester

2. from Russia

3. male / a man

4. a father of two

5. a golfer / a guitar player



# Present Simple, part 1

1. I **work** in IT. \_\_\_\_\_
2. I **study** at Portnov Computer School. \_\_\_\_\_
3. I **learn** English. \_\_\_\_\_
4. I **play** the piano. \_\_\_\_\_
5. I **finish** work at 5pm. \_\_\_\_\_




# А по-русски?



VERBS OF MOTION



ГЛАГОЛЫ ДВИЖЕНИЯ:  
ИДТИ - ХОДИТЬ, ЕХАТЬ - ЕЗДИТЬ

ИДТИ		ХОДИТЬ	
сейчас		обычно регулярно	
я иду	мы идём	я хожу	мы ходим
ты идёшь	вы идёте	ты ходишь	вы ходите
он идёт	они идут	он ходит	они ходят
Сейчас я <u>иду</u> на работу.		Обычно я <u>хожу</u> на работу утром.	



## 2.1 KEY LANGUAGE THE PRESENT SIMPLE

Use the present simple to talk about things that happen regularly as part of a routine.



Every morning, **we prepare** the food and Justin **sets** the tables.



## 2.2 HOW TO FORM THE PRESENT SIMPLE

With regular verbs, use the base form of the verb to make the present simple with "I," "you," "we," and "they." With "he," "she," and "it," add "s" to the base form.

SUBJECT	VERB	REST OF SENTENCE
I / You / We / They	prepare	the food every morning.
He / She	prepares	

## Present Simple, part 2

study ► studies  
play ► plays

1. He **works** in IT.
2. He **studies** at Portnov Computer School.
3. She **learns** English.
4. She **plays** the piano.
5. She **finishes** work at 5pm.





## 1.2 "-S" AND "-ES" ENDINGS

With some verbs, "-es" is added for "he," "she," and "it."

These include verbs ending with "-sh," "-ch," "-o," "-ss," "-x," and "-z."

I **go** to bed.



He **goes** to bed.

"-es" is added to  
verbs ending  
with "-o."

I **finish** work.



He **finishes** work.

"-es" is added to  
verbs ending  
with "-sh."

I **watch** TV.



She **watches** TV.

"-es" is added to  
verbs ending  
with "-ch."

I **cross** the road.



She **crosses** the road.

"-es" is added to  
verbs ending  
with "-ss."

I **fix** cars.



She **fixes** cars.

"-es" is added  
to verbs ending  
with "-x."

Their phones **buzz** all day.



His phone **buzzes** all day.

"-es" is added to  
verbs ending  
with "-z."



## COMMON MISTAKES FORMING THE PRESENT SIMPLE

When the present simple is used with "he," "she," "it," or one person's name, it always ends in "-s" or "-es."

An "s" is added to the base form "start."

He **starts** work at 11am. ✓

He **start** work at 11am. ✗

"Start" without an "s" is only used for "I," "you," "we," and "they."

There is no need to add the auxiliary verb "do" when forming the present simple. It is only used to form questions and negatives.

I **eat** lunch at noon every day. ✓

I **do eat** lunch at noon every day. ✗

"Do" is only used as an auxiliary verb when forming negatives or questions.

## 1.5 KEY LANGUAGE INTRODUCING OTHER PEOPLE

You can also use polite formal and informal phrases to introduce your co-workers to each other.

This is a formal introduction.

May I introduce Maria Diaz? Maria is our sales manager for Europe.

It's good to meet you, Maria.



This is an informal introduction.

Amit, meet Edward. Edward, Amit and I work together.

Great to meet you, Edward.



This is a formal introduction.

I'd like you to meet Zoe Carr.

It's nice to meet you, Ms. Carr.



Use "this is" to introduce other people in less formal situations.

This is my new assistant, Levi.

Hi, Levi. Good to meet you.







## 2.10 READ THE ARTICLE AND ANSWER THE QUESTIONS

### OUR TEAM

# Meet the manager

Our Head of Customer Services describes a typical working day

**S**umiko Akimoto, our Head of Customer Services, describes a typical day at work. "Every morning, even in the winter, I ride my bicycle to work. I arrive at work early and then walk through the departments to talk to the staff. It is important for me to know what is happening in the company so that I can share any useful information with clients. Next, I read my emails and use them to help me write a list of things to do during the day. I rarely do everything on the list, but it's useful to help me plan my day.


During my morning coffee break, I talk to my team members about my list and sometimes delegate tasks to them. At lunchtime, many of my colleagues go to a local Italian restaurant to eat, but I stay in the office and eat a

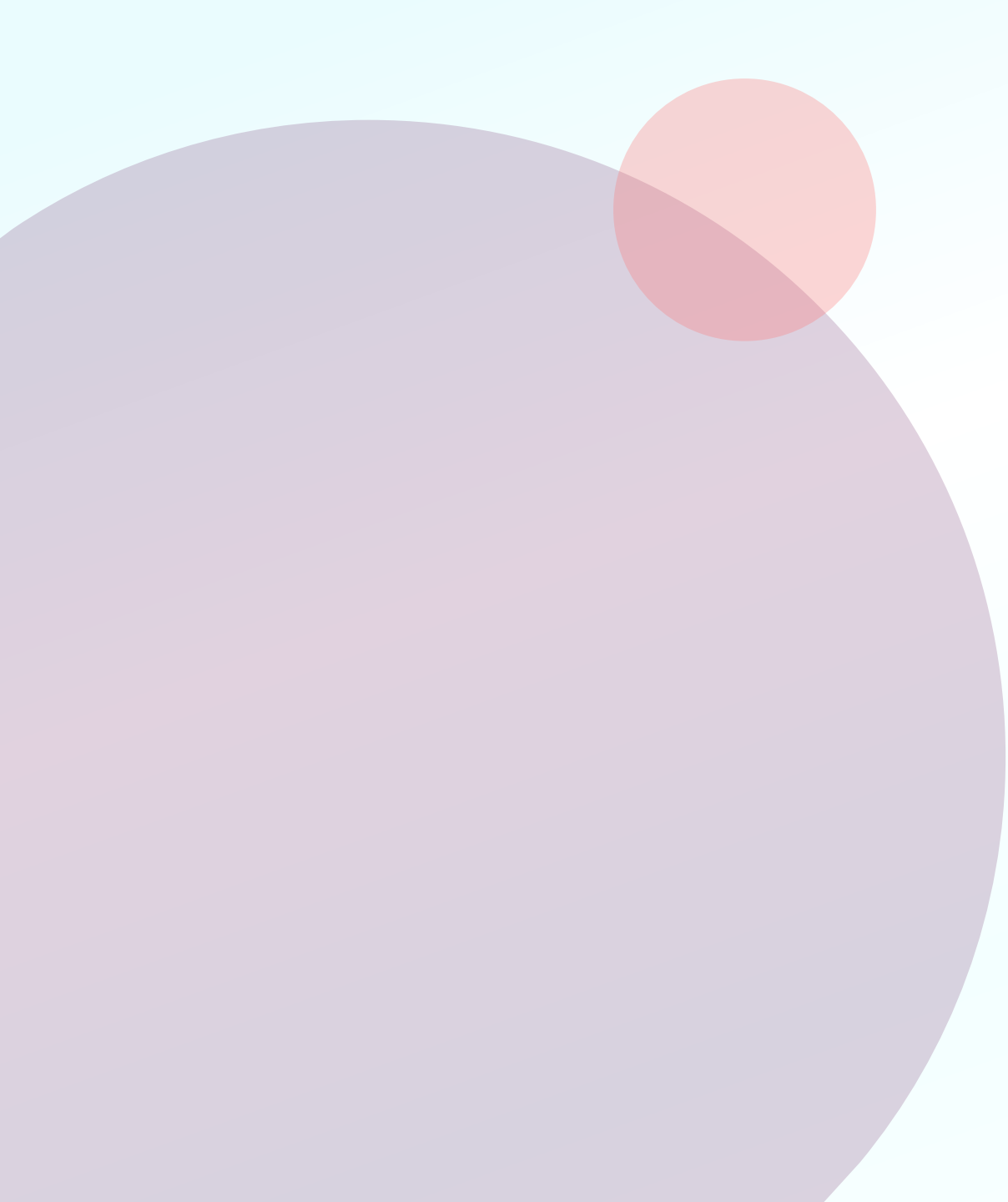


packed lunch. I like to deal with all my emails by 5 o'clock. Sometimes I can leave work at 5:30, but I usually leave at 6 o'clock. To help me relax after work, I turn off my phone as soon as I get home."



**Present Simple** нам  
понадобится, чтобы  
описывать:

- 
1. регулярные рабочие действия
  2. распорядок дня
  3. хобби, интересы
  4. устройство механизмов и софта
  5. что нравится или хочется
- 



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_



**Present Simple** нам  
понадобится, чтобы  
описывать:

1. регулярные рабочие действия: I write bug reports.
2. распорядок дня: Our office opens at 9am Eastern.
3. хобби, интересы: I do yoga.
4. устройство механизмов и софта: This button opens this.
5. что нравится или хочется: I want / like ice cream.





# USA TIME ZONE MAP



# Предлоги времени (1)

## 107.2 "AT"

"At" is usually used to express what time something happens.

I leave the house **at** 8am.



### FURTHER EXAMPLES

They are meeting **at** 1 o'clock.



I have an appointment **at** 7 o'clock.



I have a yoga class **at** lunchtime.



I get the bus **at** half past 8.



# Предлоги времени (2)

## 107.1 "ON"

"On" is often used before days of the week to say when something happens.

In US English the preposition can be left out.

I work **on** Mondays.

"-s" can be added to the day of the week to show that the thing happens regularly on that day.



## FURTHER EXAMPLES

The library is closed **on** Sundays.



I'm going shopping **on** Saturday.



I have orchestra practice **on** Fridays.



I'll visit my grandparents **on** Monday.





## Предлоги времени (3)

### 107.4 "IN"

"In" has a similar meaning as "during" and is used before months, years, seasons, and general times of day, e.g. "morning" and "afternoon."

I go to the gym **in** the morning.



### FURTHER EXAMPLES

I usually watch TV **in** the evening.



She's going to Europe **in** June.



I was born **in** 1973.



I enjoy gardening **in** summer.



### 3.4 VOCABULARY NUMBERS

1

one

2

two

3

three

4

four

5

five

6

six

7

seven

8

eight

9

nine

10

ten

11

eleven

12

twelve

13

thirteen

14

fourteen

15

fifteen

16

sixteen

17

seventeen

18

eighteen

19

nineteen

20

twenty

21

twenty-one

22

twenty-two

30

thirty

40

forty

50

fifty

60

sixty

70

seventy

80

eighty

90

ninety

100

one hundred

### 3.7 PRONUNCIATION SIMILAR SOUNDING NUMBERS

It is important to stress the correct syllable in these numbers.

Stress the  
last syllables.

Stress the  
first syllables.

13 Thirteen

30 Thirty

14 Fourteen

40 Forty

15 Fifteen

50 Fifty

16 Sixteen

60 Sixty

17 Seventeen

70 Seventy

18 Eighteen

80 Eighty

19 Nineteen

90 Ninety





### 3.1 KEY LANGUAGE SAYING YOUR AGE

Use the verb "to be" to talk about your age.



How old are you?



I am 25 years old.

The verb "to be" changes with the subject.



### 3.2 FURTHER EXAMPLES SAYING YOUR AGE

Ruby is seven years old.



I'm 44 today.



Izzy and Chloe are 13.



My grandma is 92 years old.





## 16.1 DAYS OF THE WEEK

weekend



## 16.2 FREQUENCY PHRASES



once a week



twice a week



three times a week



every day



every other day



hourly



daily



weekly



monthly



quarterly



in the morning



in the afternoon



in the evening



before work



after work



... а также **Present simple** понадобится для:

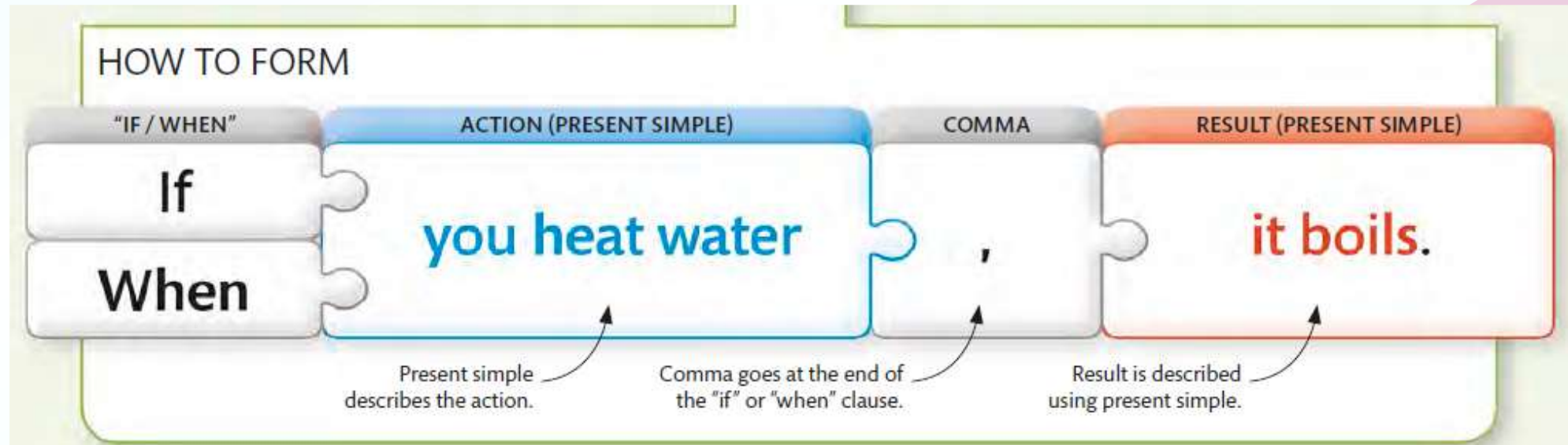
1. zero conditional

2. first conditional

3. narrative present

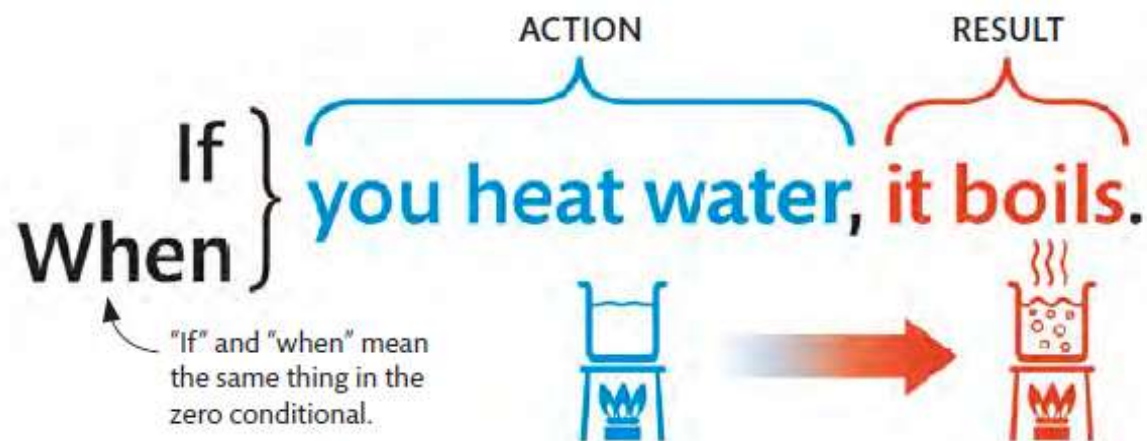


# Zero conditional



## 29.1 THE ZERO CONDITIONAL

The zero conditional, also called the "real" conditional, refers to things that are always true. It is used to describe the direct result of an action.



### FURTHER EXAMPLES

**If you heat ice, it melts.**



**If you drop an apple, it falls.**



**When you put a rock in water, it sinks.**



The result clause can go to the beginning of the sentence. The comma is removed in this case.

**Oil floats** when you pour it onto water.





# Как представиться и рассказать о себе?

## Золотая формула!

1. My name is Asya Pereltsvaig.
2. I teach English.
3. I help immigrants transform their lives.







# Учить?

1. teach

2. study

3. learn

4. memorize



# Как представиться и рассказать о себе?

## ТЕПЕРЬ ВАША ОЧЕРЕДЬ!

1. Как вас зовут?
2. Чем вы занимаетесь?
3. Что хорошего вы привносите в мир? Или в их компанию?



# Домашка!

1. 100 предложений в настоящем времени  
-----
2. Потренироваться представляться!  
-----
3. Spelling своего имени, адреса + телефон  
-----
4. Рассказать как можно больше о себе!  
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